

Planning Director - 1590

Primary Reason Why Classification Exists

To conduct the technical, professional and administrative activities for the City's planning and development. To perform responsible technical inspections work enforcing City Planning Ordinance.

Distinguishing Features of the Class

Performs professional work in the administration of local ordinances with respect to zoning, subdivision, soil erosion, storm water, flood damage prevention, and a variety of assignments; does related work as required. Work is performed under the direction of the Assistant City Manager and is evaluated on the basis of attainment of individual and department goals and objectives, periodic conferences with the City Manager, Assistant City Manager and Planning Board, activity reports, and public support.

Illustrative Examples of Work

- Reviews and issues development and related land use permit applications, site plans, subdivision plats, soil erosion and storm water plans and permits, etc. and coordinates plan review committee;
- Examines applications for compliance with established plans and ordinances, and applicable local, state, or federal regulations;
- Administers zoning, subdivision, storm water, and soil erosion ordinances, flood damage prevention;
- Schedules hearings and actions; enforces compliance with regulations; prepares reports and related data as required;
- Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups, and the general public;
- Provides information on land use applications, ordinances, codes, plans, and related planning programs, services, or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons;
- Provides staff support to the Planning Board, Zoning Board of Adjustment, and City Council;
- Assists in maintaining the database of information for planning purposes;
- Solicits input from appropriate staff;
- Responds to local citizens inquiring about local planning related ordinances;
- Maintains reasonable and predictable attendance;
Performs related tasks as required.

Knowledge, Skills, and Abilities

General knowledge of the principles and practices of planning and zoning; general knowledge of civil processes related to enforcement activities; general knowledge of current literature and recent developments in the field of planning and zoning; some knowledge of GIS systems; ability to analyze and systematically compile technical and statistical information and prepare technical reports; ability to interpret various rules and regulations; ability to prepare and present technical information clearly;

ability to establish and maintain effective working relationships with associates and the general public; ability to read and interpret construction plans; ability to enforce codes with tact and diplomacy.

Physical Requirements

Work in this classification is defined as light work requiring the physical exertion of up to 10 pounds and/or negligible force constantly to move objects. The employee must have the visual acuity to determine the accuracy, neatness, and thoroughness of work assigned as well as to recognize dangerous situations at field work sites when making project inspections and assessment of work progress.

Working Conditions

Work is generally performed in both inside in an office environment and outside environmental conditions in which the employee is subject to workplace hazards including exposure atmospheric conditions with extreme cold and heat for short periods of time. Employee is subject to a level of noise requiring workers to shout in order to be heard above the ambient noise level and a chance of injury from walking or standing in a construction site.

Education

Graduation from an accredited college or university with a Bachelor's degree in Planning, Geography or similar related field.

Experience

At least 5 - 8 years of progressively responsible professional planning experience in the management and supervision of planning departments; or an equivalent combination of education, training, and experience in planning in the public sector which will provide for the necessary knowledge, skills, and abilities to adequately perform the essential duties.

Special Requirements

- Valid North Carolina driver's license
- AICP certification preferred

FLSA Status: Exempt - Administrative

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The City of Newton reserves the right to assign or otherwise modify the duties assigned to this classification.